

**MACK**  
**SHORTHAND**

**FIFTH EDITION**

**BOOKS 1, 2, & 3**

7 56  
M24  
1912





# **MACK SHORTHAND**

## **A Connective-Vowel System**

**FOR EVERYBODY**

**BY**

**JOHN BARRY MACK**

**Author of the Mack Series of Commercial  
Text-Books.**

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*Fifth Edition : Revised and Enlarged.*

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# MACK SHORTHAND

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## INTRODUCTION.

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### The Shorthand Alphabet.

Our shorthand alphabet is composed of twenty-four consonants, four vowels and four diphthongs. To facilitate the learning of these characters we shall divide them into five parts and make a separate lesson of each part.

### Phonetic Spelling.

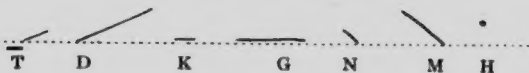
In spelling words in shorthand, all "silent" letters are omitted and words are spelled by SOUND. For example, *day* is spelled *da*, *key* is *ke*, *knee* is *ne*, *take* is *tak* and *page* is *paj*. Words like *hat*, *hen*, *get*, *no*, *on*, etc., which contain no silent letters, are spelled the same in shorthand as in longhand.

### How to Study Shorthand.

The student who would excel in shorthand must let study and practice go hand in hand. Study amounts to very little unless followed by faithful, intelligent practice. Never allow yourself to simply "make marks", with no thought as to their meaning, but think as you write and write as you think. And above all, NEVER LET ANY OTHER STUDENT DO YOUR THINKING FOR YOU. Remember that as we can become strong physically only by taking physical exercise, so we can only become mentally strong by exercising our own brains. Read every word in the shorthand plates without help, if possible, and when you do need help, as every student does at times, consult the teacher.

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## LESSON ONE.



### Names of Consonants.

Each shorthand character above has the same name as the longhand below it, except that G is pronounced GAY, being the hard sound of G heard in *gate, gain*, etc.

Copy the shorthand signs in your note book a sufficient number of times to fix them in the memory. Do not write the longhand, but THINK the name of each shorthand character as you make it. T and D are made UPWARD, K and G FORWARD, N and M DOWNWARD. In phonetic spelling, H is always followed by a vowel, and is represented by a DOT placed ABOVE the vowel, much as you would dot an *i* in longhand



When you have learned the consonants, make a page of the vowels A, E, O and U. The vowel U has the sound of OO in the word *food*. All the others are pronounced as in longhand. Study size and shape of each and try to imitate the copy.

### Forming Words.

In copying the following words, first write the shorthand outline, then write the longhand after it, thus :

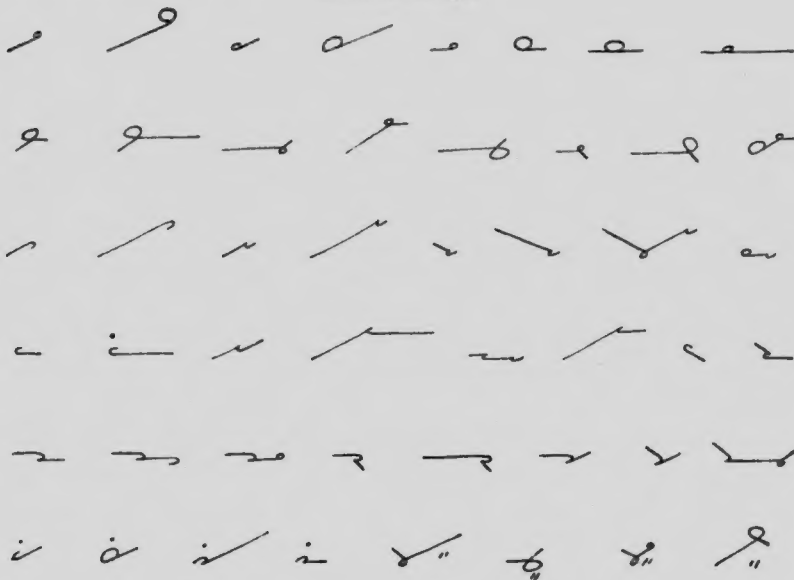
*tea day eat add key, etc*

When you have written the exercise through in this way present your work to the teacher for inspection. The work will be returned to you with all errors marked in red ink. When the work is returned, first note corrections carefully, after which write each word several times in *shorthand only*.

As SPEED is the object of shorthand, care should be taken in writing a word to use as few motions of the pen as possible. Skill and judgment in this, as in any other art, can only be acquired by study and practice. Study the shorthand copy and note that whenever the vowel A or E occurs between two consonants which join with an ANGLE, the circle is turned on the OUTSIDE of the angle. Notice also that the vowels O and U are sometimes turned slightly on ONE SIDE to avoid an extra motion of the pen.

CAPITAL letters are never used in shorthand, but proper nouns are indicated by two short marks below the word.

## Read and Copy.



## Word-Signs and Phrases.

One of the oldest methods of increasing speed in writing is to use abbreviations or word-signs for all words of frequent occurrence. In some of the older shorthand systems these abbreviations are so numerous and so arbitrarily formed that it required years of study and constant practice to retain them in the memory.

In the more modern systems, however, we find comparatively few word-signs which would burden the memory for any length of time, the idea being to make use of what has already been learned in longhand. For example, such abbreviations as Mr., Mrs, Sask., C. O. D., O. K., F. O. B., bu., bal., the days of the week, months of the year and other words and phrases of frequent occurrence in business correspondence, are written the same in MACK SHORTHAND as in longhand, the shorthand alphabet simply taking the place of the longhand forms and the periods being omitted.

There are, however, a few little words like those given in the list below which may at first appear difficult, as no longhand abbreviations have been learned for them. Such words are always abbreviated in shorthand, and must be committed to memory by the student.

When a shorthand character stands for more than one word, the context (other words in the sentence) will make clear which word was intended, just as it does in longhand with such abbreviations as Dr. (doctor or debtor), S. S. (Sabbath School or Steamship, # (number or pounds).

The sign for THE is TH in our shorthand alphabet (third lesson). This character is always made UPWARD. THE may be joined to other words as in column three, below; the object being to further in-

crease speed. Joining words in this way is called PHRASING. THE is never joined initially.

### Learning Word-Signs.

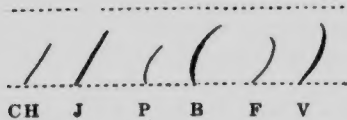
A good way to learn word-signs is to first write each sign ten or twelve times, thinking the word or words it stands for each time you write it. As you write T, think at, it, at, it, at, it, etc. As you write K, think can, can, can, can, etc. Having written a line or so of each sign in this way, cover up the longhand with a slip of paper and try to read the shorthand signs, removing the paper now and then to test the accuracy of your work. A half hour of this kind of study should be sufficient to enable you to read the following sentences.

..... at, it	..... of	..... in the
..... dear	..... you	..... on the
..... can	..... is	..... at the
..... go, good	..... I	..... to the
..... in	..... a, an	..... of the
..... am, them	..... period	..... can the
..... the	..... ?	..... take the

### Read and Copy.

/ 2 . 2 i r - - - - - / 2 /  
 / 2 . 2 b r - - - - - / 2 . 2  
 / 2 / 2 - - - - - / 2 - - - - -  
 / 2 / 2 - - - - - / 2 / 2 /  
 / 2 / 2 - - - - - / 2 . 2 /  
 / 2 - - - - - / 2 - - - - - / 2  
 / 2 - - - - - / 2 . 2 - - - - -

# LESSON TWO.



The consonants in this lesson are distinguished by variation both in length and thickness. All are made **DOWNWARD**, and are therefore more nearly vertical than upward lines. Make a page of these in your note book, thinking the name of each as you make it. CH is called CHAY.

When attached to **CURVED** consonants, the circle vowels are written on the **INSIDE** of the curve, except where two consonants join with an angle.

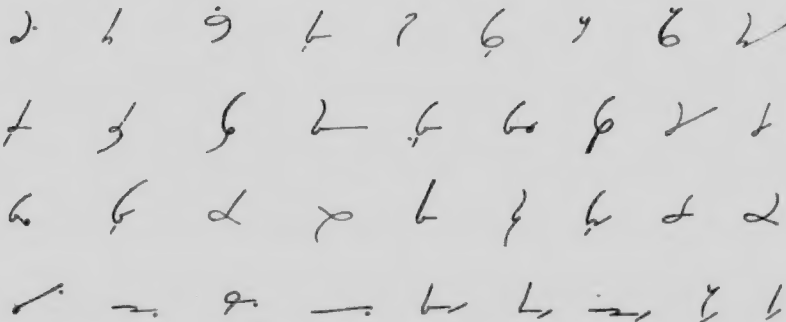
**ING.**—A DOT placed at the end of a word adds ING. This applies to word-signs the same as to other words.

**ED.**—ED (past tense) is expressed by T, disjoined.

## Long Vowels Indicated.

The short dash below the vowel in the words *choke*, *pay*, etc., simply marks the **LONG SOUND** of the vowel.

### Read and Copy.



## MACK SHORTHAND

## Vowel Sounds.

In phonetic spelling each vowel has three sounds, known as the LONG sound, the MEDIUM sound and the SHORT sound.

The sounds of A are heard in PAY PA BACK.

The sounds of E are heard in WE MET DICK.

























The sounds of O are heard in GO CALL TOT.

The sounds of U are heard in DO LOOK UP.

From the above it will be seen that we cannot take longhand as our guide when spelling BY SOUND, as to do so we should spell DICK with an *i* instead of an *e*, and CALL with an *a* instead of an *o*. It is best, therefore, not to think of the longhand spelling when writing words in shorthand, but to spell each word as it is pronounced. This method of spelling is much more simple than the longhand method, once you have learned the sounds of the vowels, as given above.

## Words-Signs and Unvocalized Forms.

In column two we give a list of words which may be written without vowels; these are called UNVOCALIZED forms.

 which, change	 check	 to you
 large	 book	 of you
 put	 beg	 for you
 be, by, been	 but	 I am
 for	 not	 I have
 before	 teach	 I have been
 have	 paid	 have not
 hope	 much	 it

After committing to memory the above word-signs and phrases, read and copy the following sentences and have your work examined by the teacher.

## MACK SHORTHAND

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### Write in Shorthand.

1. me, knee, know, hack, heat, hen, egg, oak, ode, oat.
2. cake, date, dot, net, mat, cat, make, mode, dog, dug.
3. hum, home, game, doom, ache, meadow, dough, motto.
4. cheek, gem, Jack, fan, chain, chap, bat, Eva, vague.
5. jam, foam, page, fame, cave, mock, catch, jet, magic.
6. chafe, coffee, hockey, moon, chief, jacket, Fannie.

### Reading Exercise.

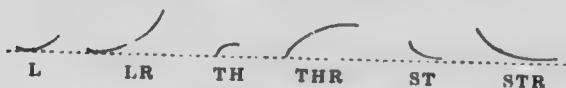
~ 6 ~ ~ ( L + / u 8 -  
 1 f x a . i 9 v 9 7 ~ ~  
 - f x ~ ~ i ~ ~ ~ ~ f ~  
 o r ~ ~ ~ ~ ~ ~ ~ ~  
 ~ f ~ 9 ~ ~ ~ ~ ~ ~ ~ ~  
 1 8 ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

### Write in Shorthand.

1. It is an odd net.
2. The cook is at the dock.
3. Can you get me a can of cocoa?
4. Meda had a headache at noon.
5. Dan can mow the meadow in a day.
6. Can you go to get the hat?
7. Do you know who took the gun?
8. Ned can aid you to get to the hack.
9. Do you need a key to get the cake?
10. May took the dough home to cook it.

When all the work on this page is completed have it examined by the teacher.

## LESSON THREE.



The consonants in this lesson are made with a forward motion, the first four UPWARD, the last two DOWNWARD. Each LONG character is the corresponding SHORT one, plus R. Each consonant in the shorthand alphabet has but ONE name, or sound, even though it may represent several longhand letters. Call these L, LUR, ITH, THUR, STEE, STUR.

## Vowel Marks.

We learned in last lesson that each vowel has three sounds. These may be indicated as follows :



A DASH placed below a vowel marks the LONG sound, a BREVE marks the MEDIUM sound, and a DOT marks the SHORT sound. It is seldom necessary in sentences to use these marks, the plan followed being to mark the LONG sound, where necessary, and to leave the others unmarked. It is, however, important that the student learn the SOUNDS of each vowel, so that there could be no danger of using the wrong vowel.

## Read and Copy.



**Word-Signs and Phrases.**

The abbreviations in column two are formed by omitting the sound of W, and writing the rest of the word.

... all	... what	.. thing, think
letter, later	... would	... anything
... than, thank	... one	... nothing
... there, they are	... with	2 ... if you
... state	... within	2 ... if you can
... store	... when	2 ... if you think
... cost	... was	2 ... if it is
... list	... were	2 ... if there is
... bill	... work	2 ... if I am

**Write in Shorthand.**

1. I have been up to get the check.
2. The last boat got astray in the fog.
3. Have you coal enough to last all day?
4. The list is in the letter at the store.
5. Lester Cook is learning to play hockey.
6. I hope you can get a collar for the dog.
7. Get a hod of coal if you think of it.
8. Which of you put the strap on the gate?
9. Take a check to pay the bill at the store.
10. Ella took the black cape to the tailor.
11. Get Lester to take all the straw to the stable.
12. Do let Foster go to the hockey match if you can.
13. They are all going up there later in the day.
14. If there is going to be a game I am going too.

When you have written the above sentences and had your work approved by the teacher, practice each sentence until you can write it at fifty words a minute, then try the entire exercise at the same rate of speed.

## LESSON FOUR.

S SH R W X Y Z NG

This lesson presents the last of the consonants. S, SH, Z and NG are made DOWNWARD; Y is made UPWARD.

S being a very common letter, two forms are provided for it. The form given in the alphabet is used where S is the only consonant in a word, but when joined to other consonants the S may be curved to the LEFT if more convenient, as illustrated in lines 1, 2 and 3.

SH, the sound heard in *fish, cash, she, shoe*, etc., is like CH (lesson two), but is much shorter.

R and W are reverse curves—keep them very short.

Y always has the SOUND of KS, and in our shorthand alphabet no other sign need be learned for this letter.

Y is little used in phonetic spelling, the Y being silent in *day, say, they* and similar words, and the diphthong OI taking the place of OY in *joy, boy, joy*, etc.

Z usually has the sound of S, and in shorthand is generally represented by that letter. Where distinction is necessary, a cross-line is used, as shown in the alphabet.

NG, the sound heard in *long, song, length, strength*, etc., is represented by N, shaded where necessary.

## Read and Copy.

s sh r w x y z ng  
 s sh r w x y z ng  
 s sh r w x y z ng  
 s sh r w x y z ng  
 s sh r w x y z ng  
 s sh r w x y z ng

### The "H Position".

Short words beginning with the sound of H may be written in the position of the H dot (above the line); the H being suggested by the position.

... us	... ask	... he, his
... shall, ship	... cause	... who
... shipped	... soon, son	... how
... are, your	... some	... high
... well, will	... business	... has
... sure	... this	... here
... sorry	... those	... herein
... wish	... that	... herewith
... wire, we are	... long	... he is

### Write in Shorthand.

1. He is going to pay for the wood by check.
2. I am sorry to learn that you are going away.
3. Ask Sara to see that all the goods are ready.
4. Paul caught the rogue who took the skates.
5. We will be back before you leave for the West.
6. It is not easy to ship those goods that way.
7. We will not put the yellow wreath in the box.
8. Ask the sailor to sing the other song for us.
9. We hope to have a good business before long.
10. Ask Joe if he can ship all the eggs in this case.
11. When do you plan to leave the city for the East?
12. We will wire you as soon as we are ready to go.
13. We were too late to see any of the people.
14. In their hurry they forgot the key to the safe.
15. There will be room for all who wish to go.

**LESSON FIVE.****Diphthongs.**

  
 I      OW      EU      OI

This lesson completes the shorthand alphabet : Practice as in previous lessons. The sounds of the diphthongs are heard in the words

**"BUY OUR NEW TOY"**

As the sound of I is so much like A, the I dot may often be omitted without endangering legibility.

When I occurs between two consonants which join with an angle, the I is generally omitted. The I dot may be placed just outside of the angle if greater legibility is desired ; but as vowels are not usually omitted medially the outline is perfectly legible without the dot. See illustration below.

OW is made like a longhand O, the finishing line cutting into the center. This character may be made with either DIRECT or REVERSE motion, as most convenient. Both OW and I are written on the INSIDE of curved consonants and outside of angles.

EU is a combination of the vowels E and U.

OI is a combination of the vowels O and E.

**Read and Copy.**



Special Phrases.

A "Special" phrase is one in which some of the words or parts of words are omitted.

The word TO is omitted in *beg to say, beg to advise, beg to state, in regard to the, sorry to learn, glad to hear, and similar expressions.* The VOWEL in the word TO is omitted in *to be, to pay, to ship, to do, etc.*

The word OR is omitted in *one or two, two or three, etc.*

The shorthand sign for DOLLARS is DO, written AFTER the figure. Dollars and cents are written much the same as in longhand, dollars being written ON the line and cents ABOVE; the decimal point and dollar sign being omitted.

The sign for A Such phrases are so common in shortest outlines p

V and D are used to form a curve. Sir, in reply, in your letter, Yours truly, etc., letters that may must be represented by the

Study and practice these special phrases, then read and write the business letters which follow.

..... and

..... our

..... \$9.50

..... \$4.00

..... this week

..... last week

..... next week

..... O. K.

..... F. O. B.

..... C. O. D.

..... Dear Sir

..... Yours truly

..... to be

..... to pay

..... to have

..... to do

..... to-day

..... two or three

..... beg to say

..... beg to state

..... in regard to the

..... in reply

..... in reply would say

..... in reply to your letter

### Office Work

One of the chief uses to which shorthand is put is the writing of business letters from dictation. The average business man dictates his letters at about 80 words per minute, usually dictating from five to ten letters at one time. The stenographer is then required to transcribe these letters on the typewriter at the rate of about twenty-five words per minute, and is expected to return to her employer a typewritten copy of each letter dictated, properly arranged, spelled and punctuated, and needing only his signature to be complete in every detail. As few punctuation marks are used in shorthand, the stenographer is expected to supply them while transcribing.

## Business Letters

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

Dear Sir:

We have your letter of the 8th, with check for \$2.90, and are shipping you to-day the collars, cuffs and ties, and hope they will meet your wishes. The other goods you ask for are not in stock but we will get them for you and ship them Thursday of this week.

Yours truly, (60 words)

**Dear Sir :**

In reply to your letter of the 24th, we beg to state that the goods you ask for are not in our line, and we shall, therefore, have to return your check.

**We are in the coal and wood business, and when you need anything in our line, shall be pleased to serve you.**

Yours truly, (60 words)

# LESSON SIX

## General Review.

The reading and writing exercises on this page are intended as a general review of the alphabet. When completed present your work to the teacher.

## Read and Copy.



## Write in Shorthand.

(Insert vowel marks where necessary.)

1. aid, add, meet, met, me, gay, lay, aim, had, heed, they.
2. make, keg, gate, net, gain, meek, chain, tot, egg, read.
3. obey, feel, dot, lake, lack, joke, pocket, woe, toe, up.
4. coke, on, own, home, roam, rooms, hoe, leave, lame, fix.
5. seats, poles, axe, box, page, wrong, face, sheep, erase.
6. shadow, weak, mode, mood, stock, step, mat, mate, peaks.
7. sash, faith, paying, shave, oats, chief, achieve, lucky.
8. hockey, team, elk, took, tuck, motto, back, no, lasting.
9. gong, blue, place, black, bleak, plague, opal, era, far.
10. blow, gas, gaze, able, reef, fog, food, sack, flag, do.
11. vow row, house, mouse, mouth, ivy, rise, allow, plows.
12. few, feud, mew, hew, youth, boil, soil, joy, Roy, oils.
13. Dick, dike, fill, file, city, sight, knit, night, tide.
14. omit, Sara, lady, pity, tickets, happy, people, sowing.
15. laughing, joking, feeling, owing, plain, appeal, apple.

**Abbreviations.**

The following list of abbreviations will not be difficult to remember if the student will notice that they are formed by writing the first two or three letters (sounds) in the word, just as we abbreviate many words in longhand.

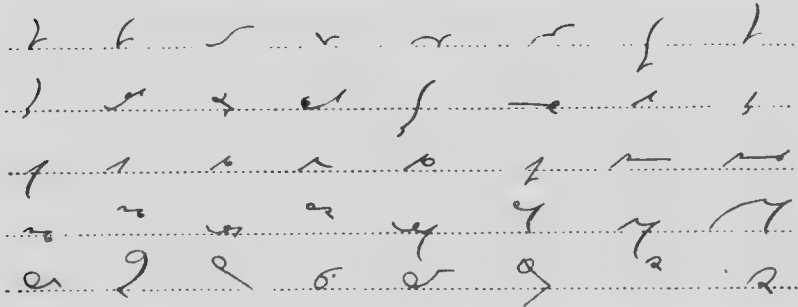
|                 |              |
|-----------------|--------------|
| about           | immediate-ly |
| absent, absence | just         |
| accept-ance     | name         |
| answer          | number       |
| arrange-ment    | oblige       |
| advantage       | please       |
| alphabet        | pleasure     |
| balance         | pound-s      |
| body            | possible     |
| bushel          | range        |
| catalog         | regard-ing   |
| call, Co.       | regular      |
| could           | recent-ly    |
| dollar-s        | represent-ed |
| discount        | return       |
| down, doubt     | round        |
| follow          | satisfactory |
| favor           | send         |
| familiar        | told         |
| found           | then         |
| give-n          | usual        |
| general         | value        |
| instant         | very         |
| instance        | volume       |

### Rules for Phrasing.

While it is impossible to lay down definite rules that will govern all possible phrases, the following hints may be of assistance.

- 1.—Never join the word THE initially.
- 2.—Never join IN finally, nor NOT initially.
- 3.—Join the word US wherever possible, and always finally.
- 4.—Never join words which carry the hand far above or below the base line.
- 5.—Never phrase any words unless the joining is easy.
- 6.—Never phrase words that are separated by any mark of punctuation.
- 7.—The first word in the phrase governs the position of the outline.  
(The pronoun I is an exception to this rule, the I taking the position of the word to which it is attached.)
- 8.—The vowel is retained in the word TO, in phrasing, wherever that form makes a better joining.

### Read and copy the following phrases :



### Write in Shorthand.

1. We all saw the sun set and the moon rise.
2. Do you know who put the letter in the box?
3. Please ship the following as soon as possible.
4. They told him to go before it was too late.
5. About what number do you think will be there ?
6. Each state was well represented at the fair.
7. We should all learn the alphabet before long.
8. I am very sorry the goods are not satisfactory.
9. We have pleasure in sending copy of our catalog.

## LESSON SEVEN

**The Lengthening Principle.**

In lesson three we lengthened L, TH and ST to add R. By making use of the base line, the consonants in lessons one and two may also be lengthened to add R, as illustrated below.

In reading these words, blend the sound of R with each lengthened consonant, calling them PUR, CHUR, FUR, TUR, DUR, MUR, etc.

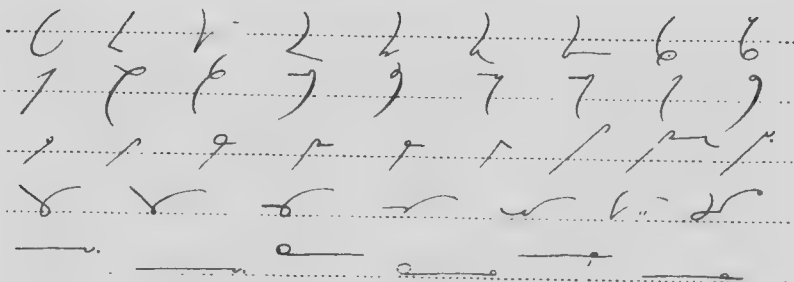
In words like teacher, neighbor, cover, etc., the first part of the word is written above the line to allow the lengthened consonant to be written through the line.

In lengthening T and D we start below the base line, allowing the usual length of the letter to extend above the line.

When the sound of TER or DER is preceded by some other consonant, it is usually better to use the regular T and R, or D and R, as in line 4. The union of these two letters gives us a character closely resembling THR, but experience has proven that no confusion can arise on that account. (Try calling this THR in these words and note the result.)

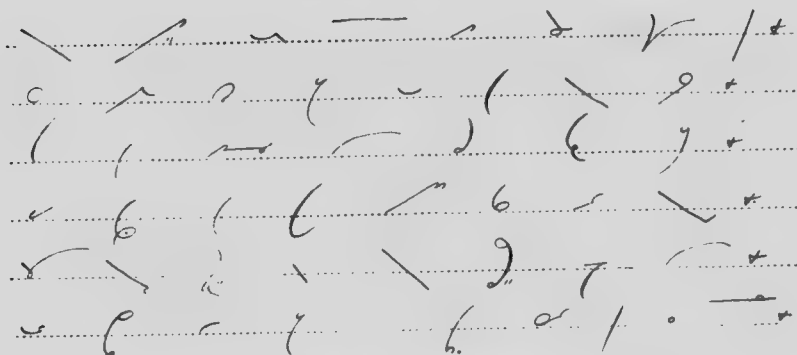
K lengthened is written ABOVE the base line, and is made three times its usual length, to prevent a possible clash with G.

The first word in line one is *pearl*; the first in line two is *teacher*; the first in line three is *tree*; the first in line four is *matter*.

**Read and Copy.**

The abbreviation for the word *principal* would also be used for the word *principle*; the sign for *practice* also represents *practise*; the sign for *course* also stands for *coarse*. This rule applies to all words having the same pronunciation, regardless of the longhand spelling.

|                      |                      |
|----------------------|----------------------|
| ...../ charge        | ..... care           |
| .....) from          | ..... carry          |
| .....) first         | ..... credit         |
| ...../ particular    | ..... course         |
| ...../ prove         | ..... correct        |
| ...../ approve       | ..... strict         |
| ...../ appreciate    | ..... trade          |
| ...../ opportunity   | ..... draft          |
| ...../ express       | ..... during         |
| ...../ port          | ..... order          |
| ...../ bring         | ..... Mr. more       |
| ...../ barrel        | ..... Mrs.           |
| ...../ ever-y        | ..... practice       |
| ...../ several       | ..... principal      |
| ...../ average       | ..... premium        |
| ...../ advertisement | ..... market         |
| ..... or             | ..... important-ance |
| ..... nor            | ..... improve-ment   |
| ..... north          | ..... after          |
| ..... direct         | ..... better         |
| ..... govern-ment    | ..... charter        |

**Read and Copy.****Write in Shorthand.**

1. Pay all charges and bring the barrel from the market.
2. Mrs. Brown will take care of Pearl during the parade.
3. The frost is turning the leaves red, brown and yellow.
4. Our stock of canned fruit is the best in the market.
5. Mr. Avery sells fresh beef at very low rates for cash.
6. Are you trying each and every day to improve your notes?
7. Do you always correct errors as you read your notes?
8. There are several good reasons why you should do so.
9. You will do much better after you have had more practice.

Dear Sir:

We are sorry to learn that you have no more hay at the price you gave us last fall, but if you can sell us two or three loads at \$14.50, we will send our teams down this week and get it.

Yours truly, (50 words.)

Dear Sir:

Can you direct us to a firm dealing in gems? I have a pearl which is said to be a gem of rare value, and I would like to have it tested by some one who would know what it is worth. If you can give me the name of such a firm the favor will be much appreciated.

Yours very truly, (64 words)

# LESSON EIGHT

## Lengthening Vowels, Etc.

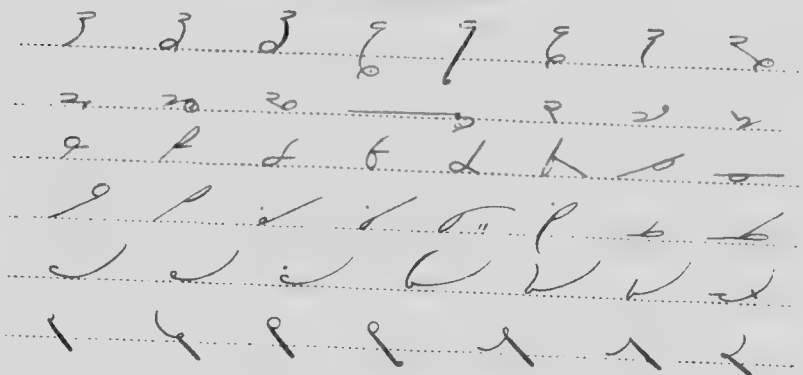
Either form of S may be lengthened horizontally to add R, as in lines one and two below, S lengthened is called SUR.

The vowels A and E are lengthened by flattening the circle into a loop. When used medially it is much easier to show the lengthened form if the vowel is written on the REVERSE side of the consonant; this is called REVERSING the vowel. As the A and E vowels are not usually written on that side of the consonant, the position of the vowel will suggest the added R even if the circle is not flattened. For this reason we advise writing the lengthened vowels on the reverse side of ALL STRAIGHT CONSONANTS, as an additional aid to legibility. (See lines three and four.)

In a few words, L is lengthened to add the syllable DER or TER—always read AFTER the L. (See elder, older, etc., line 5.)

NG lengthened has the sound of INGER. (Line 6.)

## Read and Copy.







































## Write in Shorthand.

1. broke, free, freak, train, truth, cream, grew, grain.
2. journey, frame, green, grass, grapes, grocer, poultry.
3. writer, archery, hark, search, frosty, armour, Harper.
4. terms, dream, secure, scarce, separate, operator, fry.
5. reader, reaper, scratch, labor, simmer, negro, hickory.
6. in this city, in this case, hear from you, that you can.
7. that you have, that we will, that would be, this is not.

**Compound Words.**

Many long words are formed in shorthand by uniting two or more short words, as illustrated below. Some of these will be better understood after the student has had lessons nine and ten.

|  |  |
|--|--|
|  therewith    |  however          |
|  thereon      |  whatever         |
|  thereto      |  whoever          |
|  thereat      |  whatsoever       |
|  thereby      |  whosoever        |
|  therefore    |  disregard        |
|  thereupon    |  discharge        |
|  always       |  forthwith        |
|  also         |  wherewith        |
|  although     |  whereupon        |
|  almost      |  story           |
|  already    |  storehouse     |
|  altogether |  storage        |
|  anyway     |  something      |
|  anyone     |  someone        |
|  everything |  somehow        |
|  everywhere |  hardware       |
|  everybody  |  throughout     |
|  anybody    |  became, become |
|  nobody     |  beforehand     |

**Write in Shorthand.**

Dear Sir :

Beg to advise that the shoes shipped us on the 14th were not just up to sample, and we must, therefore, ask that you either make us better rates on these or allow us to return the goods.

Yours truly, (42 words)

Dear Sir :

Your favor of the 15th, with samples of Dry Proofing Paper, is before me. I have used the sample and wish to put in a stock of same. Please express two reams 25x40 Dry Proofing paper, as per sample, and oblige.

Yours truly, (50 words)

Dear Sir :

In reply to your letter of the 9th, in which you ask the price of hard coal, F. O. B. Moose Jaw, will say that we can make you a price of \$3.80 a ton in car load lots, and can ship on three days' notice.

Hoping to have at least a share of your trade, we are,  
Yours truly, (65 words)

Dear Sir:

We have your order of the 7th and have tried everywhere in this city to get the grade of paper you ask for, but have not been able to do so. We know a firm in Chicago that may carry this grade, and if they do we will ask them to ship you direct.

The other goods we have shipped by express today, which we trust will be satisfactory.

Yours sincerely, (75 words)

Dear Sir:

We have your favor of the 24th, and in reply would say that we can sell you the boat you looked at last week for \$19.50. This is not the best boat for your work, but if you are willing to pay about \$30, we can get you a good sail boat that will meet your needs in every way. You can see the boat any day this week.

Yours very truly, (80 words)

Dear Sir:

In reply to your letter of the 5th, with draft at three days for \$270, will say that the store will not be ready for three weeks or more, but we will accept the draft if you will agree to pay the storage charges on the groceries. We will pay the freight and other charges. If there is any further delay you will hear from us on Thursday morning.

Trust this is satisfactory.

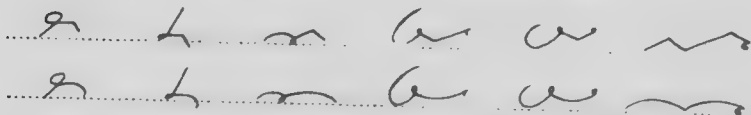
Yours very truly, (80 words.)

## LESSON NINE

## Blended Consonants.

When two consonants join without an angle, the union is called a **BLEND**. There are two kinds of blends, known as **NATURAL** and **FORCED**. A **NATURAL** blend is one in which the consonants blend naturally; a **FORCED** blend is one in which the form of one or both consonants is changed slightly to form the blend. No word better illustrates the two kinds of blends than the word **BLEND** itself. The first two consonants in the word *blend* *naturally*, while the last two are *forced* to blend; the object being to further increase speed.

The following illustrations should make this clear :



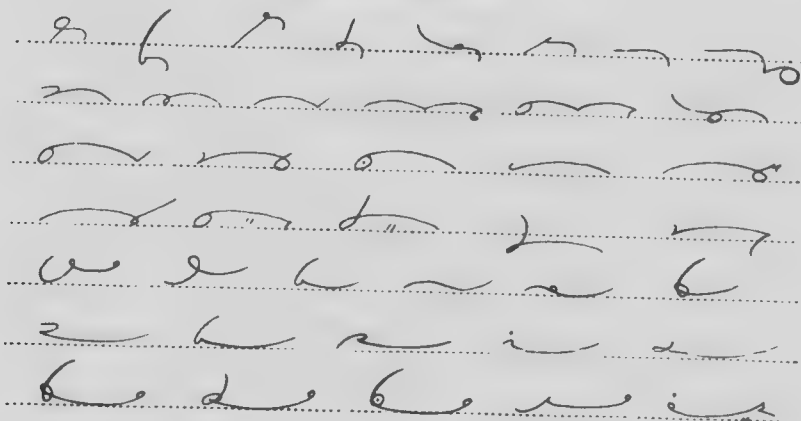
The **TN** blend is the same length as **DN**, and the **NT** blend is the same length as **ND**.

**NT** and **ND** may be lengthened to add **R**, thus giving us the sounds of **ENTER** and **ENDER**. (Line 6.)

**TN** and **DN** are not lengthened to add **R**, the longer form being used for the blends **TM** and **DM**. (Line 3.)





In reading blended consonants always spell by **SYLLABLE**. The **KN** blend is called **KEN**; the **TN** blend is called **TEN**; the **TM** blend is called **TEM**; the **NT** blend has the sound of **ENT** and **ND** has the sound of **END**.

## Read and Copy.



**Days, Months, Seasons, Etc.**

As most of the days and months are abbreviated as in longhand, they are both easy to learn and easy to remember.

|   |   |
|---|---|
|  Sunday      |  spring              |
|  Monday      |  summer              |
|  Tuesday     |  autumn              |
|  Wednesday   |  winter              |
|  Thursday    |  yesterday           |
|  Friday      |  today               |
|  Saturday    |  tomorrow            |
|  January     |  instant             |
|  February    |  ultimo              |
|  March       |  proximo             |
|  April       |  morning             |
|  May       |  evening           |
|  June      |  forenoon          |
|  July      |  afternoon         |
|  August    |  day or two        |
|  September |  in a day or two   |
|  October   |  from time to time |
|  November  |  from day to day   |
|  December  |  day after day     |
|  present   |  week after week   |
|  future    |  time after time   |

**Write in Shorthand.**

1. We hope to hear from you from time to time..
2. The tenant said he would come again tomorrow.
3. The Times will make an estimate on the printing.
4. Mr. Henderson said he saw the printer in Toronto.
5. The attendance is certain to increase in a day or two.
6. Arthur tacked the card to the back of the broken cart.
7. Thirty days has September, April, June and Novem<sup>r</sup> or.
8. Please write us in regard to the matter, and oblige.
9. I have written the deacon about the Sunday meeting.
10. Mr. Bonter will leave for Chatham tomorrow morning.

Dear Sir:

We write to ask what you can do about your note. We have a large amount to make up before the first of January, and would very much appreciate any help you can give us.

Trusting that you may be able to pay us something on the note before the above date, we are,

Yours very truly, (59 words.)

My dear Sir:

In reply to your letter of the 18th I send you another copy of my first letter. Just why you did not get my letter of the 4th is a mystery to me. Please give me particulars of the case as soon as possible and state whether you can pay the price named.

Yours very truly, (60 words.)

Dear Sir:

Your favor of the 15th inst., to our Mr. Avery, asking for rates on printing your catalog, is before us. We will print 1000 catalogs like the sample sent, at the rate of \$1.15 a page, and we will agree to have them ready ten days from the day we have all the copy. This price is for one color of ink only. Should you wish two colors used on the cover, the price would be \$1.80 more for the thousand.

Hoping to have your order, we are,

Yours very truly, (100 words.)

My dear Sir:

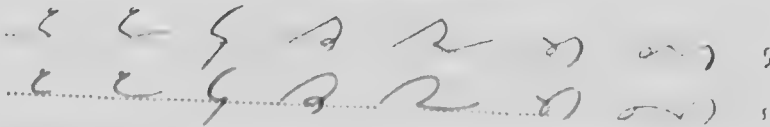
We have your letter of the 21st instant, and in reply would say that we have a house which will be vacant about April 10th, and we want a tenant for it. You can see the house any time tomorrow, and if you find it suited to your needs you can have it for \$25 per month. The house has nine rooms and bath, is heated by hot air and lighted by gas. The last tenant who had it says he found all the rooms easy to heat.

Hoping you will find time to look at the house tomorrow, we are,

Yours truly, (110 words.)

# LESSON TEN

## Blends Continued.



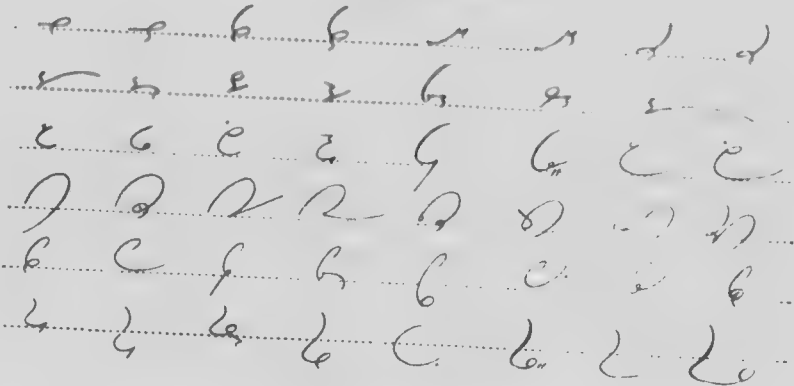
From the above illustrations you will see how we obtain the syllables PEN, BEN, PEND, DEF, DEV, and TIVE. The two forms of S form a natural blend, which is used for the syllables CES, SIS, SUS, etc.

S and P are blended by writing the S upward — line 5.

The PN and BN blends resemble PW and BW; but as the latter combinations are not found in the English language, a clash is impossible.

FN, VN, FRN and VRN are blended as in line 6.

## Read and Copy.











































## Write in Shorthand.

1. pond, owned, defeat, success, defence, divine, divine.
2. active, festive, attentive, certify, rectify, defective.
3. serpent, temple, temper, tempo, bacon, success.
4. token, vacant, again, intimate, depend, bonus, success.
5. straightened, academy, harken, totem, bench, motives.
6. differences, expenses, basis, fences, successes, carpenter.
7. Brandon, Saskatoon, Prince Albert, Swift Current, Boston.

In the special phrases—"I am in receipt of your favor," "We are in receipt of your favor," etc., notice that we omit the words "in receipt of."

The words "of the" may safely be omitted in such expressions as "your favor of the 4th, your letter of the 8th, head of the firm, day of the week, end of the line, particulars of the case, etc. etc., the omission being denoted by writing the last word or figure close to the preceding word.

|   |   |
|---|---|
|  and, hand         |  I do not  |
|  went              |  you do not                                      |
|  want              |  we do not                                       |
|  wonder            |  we cannot                                       |
|  stand             |  I do not see                                    |
|  time              |  you do not see                                  |
|  cannot            |  we do not see                                   |
|  come              |  I do not think                                  |
|  between           |  you do not think                                |
|  beyond           |  we do not think                                |
|  gentlemen       |  I do not know                                 |
|  difficult-y     |  you do not know                               |
|  differ-ent-ence |  at this time                                  |
|  upon            |  at that time                                  |
|  benefit         |  at which time                                 |
|  special         |  by this mail                                  |
|  specialty       |  by return mail                                |
|  says, size      |  I am in receipt of<br>your favor of the 4th   |
|  necessary       |  We are in receipt of<br>your favor of the 9th |
|  necessity       |  I am in receipt of<br>your letter of the 2nd  |

**Write in Shorthand.**

1. We cannot attempt it again at this time.
2. I do not think the camera is broken, but I do not know.
3. The tenant says the price of land is increasing daily.
4. I wonder if the army will surrender during the winter.
5. Mr. Anderson says you need not come again before Friday.
6. There is an important difference between the systems.
7. His friend came upon the veranda, but was indifferent.
8. This special size can be used over and over again.

Dear Sir:

We have your letter of the 18th, through our Mr. G. H. Foster, and the goods will be shipped by Canadian Express to-day.  
Thanking you for the order, and hoping to hear from you when in need of more of these goods, we are,

Very truly yours, (50 words.)

Dear Madam:

Your favor of the 27th instant duly received, and in reply beg to say that we have sent by express the goods ordered. 2nd.

Please state if you have taken the package to express office at Trenton. If not, kindly do so, as the express has written us several times about the matter.

Yours very truly, (63 words.)

Dear Sir:

Judging from the tone of your letter of the 5th, you are not aware that the price charged for the apples is away below their present market value; and, further than that, you seem to be forgetting that we have offered to pay half the freight. We would advise you to get figures from other dealers in this city, and then you will perhaps be able to appreciate the very liberal terms we have made you.

Hoping to receive the order, we are,

Yours truly, (87 words.)

Dear Madam:

Your esteemed favor of the 8th is to hand, and we note what you say about wanting rooms in this block. We have three rooms, size 10x18, which we can rent you for \$10 each, and one other room which would cost you \$15. All the rooms are well lighted during the day and are heated by steam.

Any further particulars wanted may be obtained from Mr. James Anderson, 1728 Front Street.

Yours very truly, (88 words.)



## LESSON ELEVEN.

QU GU REN REM KL GL LT LD

QU.—The letter Q is always followed by U, in English, the combination producing the sound of QUA, as heard in *quake, quick, queen, quire, quality, quantity, etc.*

EQU.—When the vowels E or A precede QU, the hook need not be shown, as the position of the vowel will suggest the hook.

GU.—The sound heard in Guelph, is very little used in English. The sign for GU is made slightly heavier than QU. Either QU or GU (pronounced QUA or GUA) may be lengthened to add R, as illustrated in line 3.

REM.—The special signs provided for REN and REM are much more rapid than the regular characters, and give us an easy, rapid outline for such words as *renew, rendition, remit, remedy, Remington, etc.*

LT.—When the letter L is followed by T or D, as in *old, halt, hold, colt, cold, bold, yield, etc.*, the T and D are represented by final hooks, the object being to save one motion of the pen. Should S follow either of these hooks, the S is made upward instead of downward.

WARD.—The sound heard in upward, downward, backward, forward, inward, outward, onward, homeward, leeward, wayward, Edward, Howard, etc., is represented by the D-HOOK attached to W.

## Read and Copy.









QU 
  
SQU 
  
QUR 
  
REM 
  
LT-D 
  
WARD









## The L-Hook.









A small initial hook is attached to the under side of K, G, T, D, CH, J, SH and M for the combinations KL, GL, TL, DL, etc. Where it is not convenient to use the L-HOOK initially it may be turned on the









opposite side of the consonant and used finally, as illustrated below. In reading these words do not forget to spell BY SOUND. In most cases this will mean spelling BY SYLLABLE; as E-GUL (eagle), LE-GUL (legal), ME-TUL (metal), DEL-A-WARE, JEL-US-E, etc.









### Read and Copy.

TL        

DL        

KL        

GL        

JL        

### Figures.

With the exception of a few phrases, and to express hundreds, thousands, millions, etc., nothing is shorter than the ordinary Arabic numerals. As each figure stands alone, legibility is of first importance, but speed will follow practice.































N above the line equals HUNDRED; THOW equals THOUSAND; these two signs are joined for HUNDRED THOUSAND; ME (reversed) equals MILLION; BL equals BILLION; NDO equals HUNDRED DOLLARS.

B (by) takes the place of x in dimensions; PER equals %.

A COMMA or SEMICOLON may be indicated in shorthand by a wide space; a HYPHEN or DASH by x; and a COLON by the usual sign.

1 2 3 4 5 6 7 8 9 0  
 4 <sup>10</sup> 7 <sup>50</sup> 3 <sup>5</sup> 42 <sup>9</sup> 75  
 3' 24' 60 120 50  
 4\ 20\ 376 2(4 7(9  
 3/ 8/ 5/ 4.00 12\  
 6/ 8/ 256 98 3 1/2 4 2/3  
 423 762 945 206 821

# Abbreviations

|   |   |
|---|---|
|  ..... question      |  ..... settle-ment |
|  ..... quote, quite  |  ..... telegraph   |
|  ..... quotation*    |  ..... telephone   |
|  ..... equal-ly      |  ..... delicate    |
|  ..... acquaint-ance |  ..... delegate    |
|  ..... quantity      |  ..... diinquent   |
|  ..... quality       |  ..... children    |
|  ..... equality      |  ..... handle      |
|  ..... equivalent    |  ..... rememb-er   |
|  ..... Esq.          |  ..... remaind-er  |
|  ..... close       |  ..... remark-ed |
|  ..... inclose     |  ..... renew-al  |
|  ..... include     |  ..... renoun-ce |
|  ..... inclusive   |  ..... remedy    |
|  ..... glad        |  ..... remind    |

\*SH equals TION. The sound is heard in caution, auction, mention, quotation, edition, addition, education, fashion, passion, ocean, motion, notion, vacation, action, fraction, instruction, and hundreds of other words. (See Supplement).

**Write in Shorthand.**

1. We enclose quotation on Queen Quality shoes.
2. Edward will forward the reward to the children.
3. It is quite important that you renew without delay.
4. The delicate children will remain with the ward.
5. The quality and quantity are equally important.
6. The local telephone service is quite satisfactory.
7. We will telegraph the delegate and settle the question.
8. Remember to include telephone charges in your quotation.
9. Mr. Quirk says he will remit the remainder to-morrow.
10. The delinquent telephoned that he would settle to-day.
11. We handle quite a large quantity, and enclose quotation.
12. Mr. Clark will forward the glass and the glue by express.

Dear Sir:

We are sorry to learn that the shoes shipped you on the 21st ultimo did not please you, but as we told you before, we are always willing to take back any goods which are not satisfactory.

We hope you will give us another call later.

Respectfully, (50 words)

Dear Mr. Smith:

We have looked up the matter about which you wrote us yesterday, and believe we can secure this price for you if you will agree to take 50 barrels or more, but we fear we shall not be able to do so on the small quantity you have named. We think it will pay you to take the larger amount, and shall hope to hear from you soon, stating what you wish us to do in the matter.

Very truly yours, (85 words)

Dear Sir:

Your favor of yesterday, enclosing check for \$15 is received and placed to the credit of your account.

We beg to remind you that the account is long past due, and we must therefore ask for a further remittance by return mail.

When our Mr. Clark called on you last month, you remarked that you would settle the account in full by the first of January.

We plan to remodel our Queen St. building about the middle of June, and as we shall require a large amount of cash at that time, we hope you will remember your promise and close up the account without delay.

Yours very truly, (118 words)

## LESSON TWELVE.

## Omissions.

As spelling by SOUND simply means spelling words as we hear them in pronunciation, we are justified in omitting from the shorthand outline any consonant or vowel which is not heard in pronunciation, or which is not essential to legibility.

Final T is generally omitted after K, as in line 1. T is also omitted after S in *just, adjust, suggest, largest*, etc.

D is usually omitted in the syllable AD, as in line 2.

Medial O is often omitted if the joining is better, and this also applies to the O in the diphthong OI. The latter omission may be denoted by a dash above E, as in line 3.

The short sound of U is omitted medially, as in line 4.

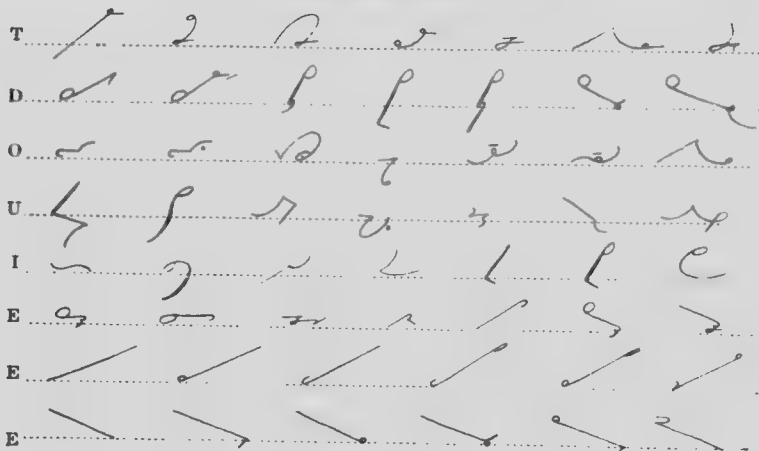
I and OI are often omitted medially, as in line 5.

E is sometimes omitted from the diphthong EU. —Line 6.

The medium or short sound of E is omitted in *debt, did, edit, steady, deduct, men, mention, minute*, etc. —Lines 7 and 8.

INITIAL and FINAL vowels and diphthongs are usually very important to legibility, and are seldom omitted.


































## Read and Copy.



**Write in Shorthand.**

1. elect, direct, attract, detect, just, adjust, largest.
2. clothing, above, copy, destroy, employ, voice, noisy.
3. arrive, fire, prior, trial, join, adjoin, due, argue.
4. edit, audit, men, many, mention, steady, did, sermon.

**Miscellaneous Abbreviations.**

|   |               |   |                |
|---|---------------|---|----------------|
|    | absolute-ly   |    | language       |
|    | accord        |    | method         |
|    | announce-ment |    | magazine       |
|    | automobile    |    | memorandum     |
|    | believe       |    | manufacture    |
|    | bound         |    | mile, mind     |
|    | duplicate     |    | mutual         |
|    | indicate      |    | newspaper      |
|    | diploma       |   | natural        |
|   | flour         |  | peculiar       |
|  | faithful-ly   |  | publish-ic     |
|  | financial     |  | population     |
|  | gallon        |  | signature      |
|  | grade         |  | singular       |
|  | ground        |  | establish-ment |
|  | indeed        |  | sound, south   |
|  | instead       |  | union          |
|  | advise        |  | should         |
|  | advance       |  | allow          |

**Write in Shorthand.**

1. The debtor will not pay the amount to the auditor.
2. The new minister mentioned many men in his sermon.
3. I believe the city has a population of 35,000 or more.
4. The public should have a duplicate copy for reference.
5. The language of the memorandum is indeed peculiar.
6. The union should allow him to publish the magazine.
7. It is absolutely necessary that we have the signature.
8. The magazine will announce the price of the automobile.
9. The illustration will indicate the grade we manufacture.
10. Many men will be required to manufacture the machine.
11. The newspaper explained the peculiar nature of the charge.
12. The above facts indicate that the system is a success.

Gentlemen:

Kindly mail me a copy of your latest catalog, stating what discounts you allow to the trade. While I am not exactly in your line of business, I buy and sell a large amount of hardware in the course of the year, and shall be pleased to get your best prices.

Yours respectfully, (54 words)

Gentlemen:

Replying to your favor of the 22nd, we will fill your order for the No. 4 Railing, 4 ft. 6 front by 30 inches high, with 10 x 12 cash window in centre, and one square return end, 1½ x 2½ ft. on the left hand side as you stand outside the counter, painted green and tipped with bronze, for the sum of \$4.25. Or the same thing in our No. 5 railing for \$5.50.

We have sent you under separate cover our illustrated catalogue.

Yours truly, (100 words)

Gentlemen:

We have entered your order for engraving, and will give the work our immediate attention. We have credited your account with the remittance, and enclose herewith invoice which will show that if we apply the last payment on the invoice for the twelve plates, which will go forward to-day, there is still a balance due on that item of \$1.75, and on the five plates which we received to-day, 53c.

We anticipate that the five plates will be ready by the time your remittance reaches us.






With thanks for your order, we remain,

Yours faithfully, (100 words)



**Prefixes in Abbreviations.**

The following list will illustrate the value of joined prefixes in forming abbreviations. Copy the outlines several times and try to use them in your work. Many other useful abbreviations may be formed in the same way—by writing just enough of the word to suggest it.

|   |   |
|---|---|
|  decide        |  indefinite    |
|  deposit       |  indispensable |
|  expect        |  impossible    |
|  except        |  ordinary      |
|  exception     |  original      |
|  explain-ation |  out, without  |
|  excel-lent    |  outside       |
|  extra         |  refer-ence    |
|  extravagant   |  receive       |
|  fortune      |  result       |
|  fortunate   |  reciprocate |
|  intend      |  reside      |
|  insure-ance |  reason      |
|  enthusiasm  |  real        |
|  inside      |  real estate |
|  individual  |  sufficient  |
|  inform      |  suggest-ion |
|  influence   |  supposition |

**Write in Shorthand.**

1. Let us know if you decide to make the deposit.
2. We expect inside real estate to advance rapidly.
3. It is fortunate that you intended to insure the estate.
5. They accepted his original suggestion with enthusiasm.
6. No ordinary reference can explain the excellent results.
7. It is impossible to estimate the influence of the press.
8. Individual instruction is indispensable to success.
9. Indifference was, without doubt, the cause of his failure.
10. We suggest that you transfer the injured to the transport.
11. It is unnecessary to state, the suggestion is appreciated.
12. We expect to require large extra space in the near future.

Dear Sirs:

In regard to the matter mentioned in your letter of the 18th, I shall be pleased to name you special rates on lots of five dozen boxes or more. I do not care to give rates just now, but I will do so as soon as you feel that you can take the number of boxes named.

Trusting this will be satisfactory, I am

Yours very truly;

(70 words)

Dear Sir:

We have your valued favor of the 18th instant and replying would say that the price we made you on blackboard plate, \$2.00 per square yard, was for the 3 ft. width. The price for the 4 ft. width is \$2.25 per yard. These prices are F. O. B. cars at the factory. You would therefore pay express charges in addition to the cost of the plate, and as your school is a private school, we would, under the rules of the company, have to ship the plate C. O. D.

Very truly,

(100 words)

Dear Sir:

Replying to your letter of the 9th, in regard to a shipment of 25 barrels of apples, we will be on the lookout for them, and when they arrive we will put them on the market and see that you get a fair price for them. If your apples are high grade we believe they will bring their full value in this market, as No. 2 apples are selling here this week at from \$3.40 to \$3.95 per barrel, and No. 1's brought as high as \$5.00 a barrel.

Yours truly,

(100 words)

## LESSON FOURTEEN.

### Disjoined Prefixes.








































































A DOT above a CONSONANT equals CON or COM (also CUM and COG in a very few words). This cannot clash with the H-Dot, as H is always followed by a vowel.—See conduct, concern, etc., line 1.

### Use of CON Position.

An important and interesting speed device is the use we make of the CON POSITION, as illustrated in line 2. For example, E written in the position of the con dot equals ECON; UN in the CON position equals UNCON; DIS in the CON position equals DISCON.

The other disjointed prefixes are made so plain in the illustrations as to need only passing mention. OVER is expressed by O written over the line; UNDER is written under the line. K is disjointed for CONTRA or COUNTER; EL is disjointed for ELECTRO or ELECTRI.









































**Read and Copy.**

|                       |   |   |   |   |   |   |
|-----------------------|---|---|---|---|---|---|
| CON, COM,<br>CUM, COG |    |    |    |    |    |    |
| INCOM,<br>ACCOM, etc. |    |    |    |    |    |    |
| CONTRA,<br>COUNTER    |    |    |    |    |    |    |
| ELECTRO               |   |   |   |   |   |   |
| ENTER,<br>INTER, etc. |  |  |  |  |  |  |
| MAGNI.<br>Me, Mac     |  |  |  |  |  |  |
| OVER                  |  |  |  |  |  |  |
| PRO, POST             |  |  |  |  |  |  |
| PRE                   |  |  |  |  |  |  |
| SHORT                 |  |  |  |  |  |  |
| SUPER                 |  |  |  |  |  |  |
| UNDER                 |  |  |  |  |  |   |

**Dropping Terminations.**

When the last syllable in a long word is suggested by the first, it is only a waste of time to write it. For example, if you wrote "his conspicuous position made him uncomfortable," could you not supply the missing syllables in reading? If you can, then you can safely follow this plan in writing such words in shorthand. Note examples in column one below.

The special phrases in second column should be thoroughly mastered, as they are very useful in high speed work.

|  |  |
|--|--|
|  conspicuous      |  Dear Madam                   |
|  inconvenience    |  your esteemed favor          |
|  dissatisfied     |  to me                        |
|  inexhaustible    |  to my                        |
|  shortcomings     |  to meet                      |
|  supernatural     |  early attention              |
|  superficial      |  immediate attention          |
|  uninjured        |  careful attention            |
|  uncalled         |  glad to see                  |
|  unconditional   |  beg to remain               |
|  unfortunate    |  regret to state            |
|  unexpected     |  regret to advise           |
|  uninhabited    |  hand in hand               |
|  uncontradicted |  over and over              |
|  unlimited      |  over and over again        |
|  unexplained    |  I wish you would           |
|  uninitiated    |  on the question            |
|  unprocurable   |  in a position              |
|  undiscovered   |  in reference to the case   |
|  unparalleled   |  in reference to the matter |

**Write in Shorthand.**

1. I wish you would see him in reference to the matter.
2. We regret to state that the old book is out of print.
3. Your early attention will very much oblige, Yours truly.
4. We hope Mr. McGuire will be put to no inconvenience.
5. Some say the superintendent is hand in hand with the Trust.
6. This is certainly most unfortunate and quite unexpected.
7. Do not expect the teacher to supply all the enthusiasm.
8. We cannot re-arrange the relics after they are indexed.
9. The enterprise continues to prosper, notwithstanding the shortcomings of some of its promoters.
10. We understand the contract for the electric light plant has been awarded to MacIntyre & McKay.
11. We are glad to learn that Miss McKenna has secured a good position with the above firm.
12. We could not force him to relent, but expressed our hearty disapproval of the uncalled for extravagance.

Dear Madam:

Your inquiry of the 21st, to our Mr. McIver, has been referred to this department. In reply we regret to state that we cannot send you the Queen Quality in the special size you require, but we shall be glad to have them made to order for you if you can wait a few days, and we will hold the order for further instructions.

Yours very truly, (70 words)

Dear Sir:

We have yours of the 5th, with check for \$28, as stated. In looking up the account we find no credit for the C. O. D. shipment of August 4th. With the exception of this one item there is a difference of 19c in your favor. We have placed the amount to your credit and will balance the account as soon as the C. O. D. item is adjusted.

Very truly yours, (78 words)

Dear Sir:

Our Mr. Benson called at your office on Thursday last, but did not find you in. We now write to ask what you can do about your note. We have a large amount to make up before the first of April, and will very much appreciate any help you can give us.

Trusting that you may be in a position to take up the note before the above date, we are,

Yours respectfully, (75 words)

## LESSON FIFTEEN.

## Joined Affixes.

The affixes AGE, ABLE and ICAL are formed by omitting the vowels. The other affixes require very little explanation—F equals FUL; E equals LY; A equals ILY or ALLY; L equals LESS, N equals NESS, M equals MENT, NT equals NANT or NENT, PO equals POSE, POTION equals POSITION, S equals SELF and SS equals SELVES.

## Read and Copy.

|                  |   |   |   |   |   |   |   |
|------------------|---|---|---|---|---|---|---|
| AGE              | y | 7 | 4 | 6 | 7 | 9 | 1 |
| ABLE             | 6 | o | c | v | u | e | u |
| FUL              | 7 | 7 | 5 | 5 | 6 | 4 | 5 |
| ICAL<br>ICLE     | 5 | 7 | 7 | 6 | 6 | u | 6 |
| IFY<br>IFICATION | 6 | 3 | 2 | u | u | u | 2 |
| LY, ILY          | 7 | 6 | 8 | u | u | 2 | 8 |
| LESS<br>NESS     | 5 | u | 7 | 7 | 7 | u | u |
| MENT<br>NENT     | 7 | 6 | u | u | u | u | u |
| POSE<br>POSITION | 7 | 7 | 6 | 7 | 7 | 7 | 7 |
| SELF<br>SELVES   | 7 | u | u | 7 | 7 | 7 | 7 |








































## Write in Shorthand.

1. storage, courage, postage, shortage, payable, curable.
2. needful, careful, powerful, justify, rectify, fortify.
3. fortifications, article, clerical, critical, certainly.
4. entirely, early, duly, daily, readily, only, thoroughly.
5. heartless, dullness, goodness, hopelessness, awfulness.
6. shipment, statement, consonant, remnant, expose, repose.
7. exposition, transpose, supposition, itself, themselves.

**Contractions.**

When a word is represented in shorthand by the FIRST and LAST syllables, or when some letter or syllable is omitted from the BODY of the word, it is called a CONTRACTION.

The words given below will suggest many others. For example, *destruction*, will suggest *instruction* and *construction*; *notification* will suggest *modification*. The contractions for *railroad*, *railway*, *amount*, *department* and some others are the same as in longhand.

|   |  |
|---|--|
|  awaiting          |  speculation      |
|  account           |  speculator       |
|  amount            |  speculative      |
|  department        |  relative         |
|  bookkeeping       |  objection        |
|  acknowledge       |  accommodation    |
|  college           |  association      |
|  patronage         |  appreciation     |
|  literature        |  publication      |
|  nevertheless     |  information     |
|  notwithstanding |  satisfaction   |
|  character       |  satisfactorily |
|  railroad        |  recommendation |
|  railway         |  subscription   |
|  merchandise     |  investigation  |
|  specify         |  regulation     |
|  specification   |  destruction    |
|  qualify         |  reconstruction |
|  notification    |  authorization  |
|  manufacturer    |  organization   |

**Write in Shorthand.**

1. The reconstruction of the department store was a source of satisfaction to the association.

2. We are under no obligation to publish information for the accommodation of speculators.

3. We are awaiting instructions from the railway department relative to the disposition of the merchandise.

4. The singular method used by the auditor was out of harmony with all published works on book-keeping.

5. The book-keeper acknowledged that the amount of patronage from the organization was quite satisfactory.

6. The recommendation of the railway department was chiefly for the benefit of their western patronage.

7. The destruction of the railroad bridge on the Spokane International was said to be the work of college students.

8. The department acknowledged that the instructive character of the literature made it well worth the subscription price.

9. The association held that the notification from the manufacturer was without authorization, and that the information contained therein was of no practical value.

10. The plans and specifications for the reconstruction of the Y. M. C. A. building have been approved by the association.

11. There was some speculation as to his qualification for the position, notwithstanding the high character of his recommendations.

12. According to Mr. Spofford, the new armory building will be situated about a mile from the flour mill instead of at the Fair grounds.

13. I am positive that the apparent indifference of the captive was intended as a blind.

14. Mr. Fielding required his client to remit the remainder of the claim, reminding him that the only remedy was a prompt settlement.

My Dear Sir:

You may insert the enclosed advertisement in your paper on Friday, April 15th, and run three weeks. If we are satisfied with the returns from this ad. we will let it run for a year.

Please mail us copy of the paper to prove insertion.

Yours respectfully, (50 words)

Dear Sir:

You will please add the following numbers to your list:—2404, 7165, 9250, 4873, 2789, 6543, 2468, 3597, 6281.






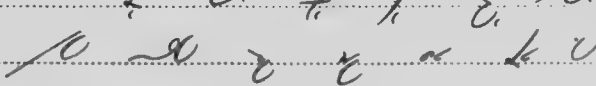
Yours truly, (50 words)

## LESSON SIXTEEN.

### Disjoined Affixes.

The following disjoined affixes will be easy to remember if the student will note two things: first, that each affix *ends* with the sound of ITY; second, that each affix *begins* with the sound of the character used to represent it. For example, L disjoined equals aLITY; LR disjoined equals LARITY; A equals AETY; I equals IETY; S equals oSITY, aCITY, iCITY; R equals oRITY or aRITY; BL equals BILITY; TL equals TILITY and X equals eXITY.

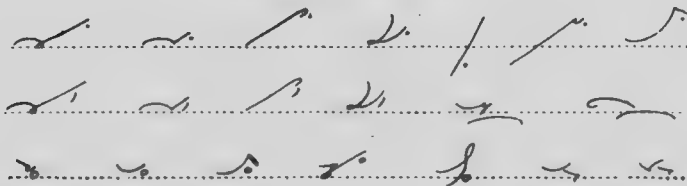
### Read and Copy.

ALITY   
 INITY   
 IETY   
 ORIT   
 OSITY   
 BILITY 

### The ING Position.

The student has already learned that ING is represented by a DOT near the end of the word. It is well to keep the dot *very* near the finishing point of the word, as in line 1. S (right curve) is written in the position of the ING dot for INGS; TON in the ING position equals INGTON; LY in the ING position equals INGLY; NS in the ING position equals INGNESS.

### Read and Copy.



**Write in Shorthand.**

1. One may dress neatly, becomingly, and yet inexpensively.
2. The reward offered for the return of the article was in itself a useless inducement.
3. The lithographic reproduction of the gigantic steamship was certainly very artistic.
4. We freely admit the lawfulness of their claim, and have no disposition to oppose it.
5. His willingness was apparent, but he lacked the necessary education to fit him for the position.
6. The authorship of the telegram was a matter of much speculation by the members of the organization.
7. The notification from the steamship company caused the stenographer to leave Sackville on the early train.
8. The bashful patient was hopelessly fretful, but showed his appreciation of the skilful treatment of the ailment.
9. To appreciate the important improvements made in surgery during the past twenty-five years, one must first see an operation.
10. If you happen to be in Toronto any time to-morrow, can you not spend an hour at our printing office, 29 Bond St?

My Dear Sir:

With further reference to the enclosed account, we do not wish to waste more time and expense over this matter, so if you will send us your check for \$15 by return mail we will give you a receipt in full to date.

Yours truly, (50 words)

Dear Miss Foster:

We learn through our mutual friend, Professor Remington, that you are interested in book-keeping and shorthand, and we have therefore taken the liberty of mailing you under separate cover a copy of our annual prospectus, which we trust you will find time to examine carefully.

We believe our facilities for imparting commercial training are second to none, and the universal success of our graduates is abundant proof of efficiency.

Our school is in session throughout the entire year, and students may enter at any time, accommodations permitting.

Hoping to have the pleasure of enrolling you as a student in the near future, we are

Yours very sincerely, (110)

# SUPPLEMENT.





















## Supplement to Lesson 5.

The sound of IA, heard in via, bias, riot, Maria, etc., is indicated by an oblique line in place of the I dot.

EA, the sound heard in area, creation, Seattle, India, etc., is expressed by a horizontal dash inside the circle.

OE, the sound heard in poet, doughy, etc., is distinguished from OI by a short downward line below the OI sign. OWIE is distinguished from OW in the same way.

EO, OA and UE, heard in Leo, Noah, Dewey, etc., are written as in line 4.

|    | IA   | EA   | OE   | OWE  |
|----|--|--|--|--|
|    |   |   |   |   |
| IA |   |   |   |   |
| EA |   |   |   |   |
| OE |   |   |   |   |
| EO |  |  |  |  |

## Supplement to Lesson 7.

In applying the lengthening principle it is sometimes more convenient to let the preceding consonant serve as a base line. The words given below are engineer, generator, generation, book-keeper, governor furniture and corner.



## Supplement to Lesson 13.

The word-sign for OUT is used as a prefix, joined where convenient, as in line 1

The prefix COUN is expressed by KN blended. SELF is expressed initially by SEL. MUL joined initially equals MULTI or MILL. PARA is expressed by PR.

|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
| OUT   |  |  |  |  |  |  |
| COUN  |  |  |  |  |  |  |
| SELF  |  |  |  |  |  |  |
| MULTI |  |  |  |  |  |  |
| PARA  |  |  |  |  |  |  |

**Supplement to Lesson 14.**

Illustrating further possibilities of the CON position.

SR in COM position equals CIRCUM or CIRCU; SUB in CON position equals SUBCON; SELF in CON position equals SELF-CON; TRANS in CON position equals TRANSCON; etc.

|        |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|
| ACCOM  |  |  |  |  |  |  |
| CIRCUM |  |  |  |  |  |  |
| DECOM  |  |  |  |  |  |  |
| INCOM  |  |  |  |  |  |  |
| RECOM  |  |  |  |  |  |  |
| UNCON  |  |  |  |  |  |  |
| SUBCON |  |  |  |  |  |  |

**Supplement to Lesson 15.**

OGRAPH, the sound heard in photograph, phonograph, etc., is expressed by OG. This sign is lengthened to add R, thus giving us an easy, rapid way of writing photographer, stenographer, etc. The sound of OGRAPHY, OGRAPHIC, and OGRAPHICAL are obtained in the regular way, by adding the additional sounds to the sign for OGRAPH.

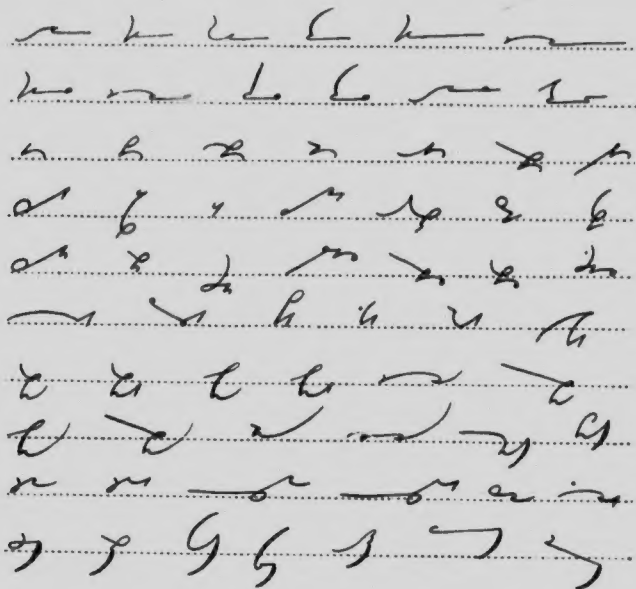
As SH equals TION, it is easy to see where we get the signs for SIENT, TIONAL and TIONARY.

**To get TATION, TITION, TUTION, etc., omit the vowel.**

ULATE, the sound heard in speculate, tabulate, etc., is represented by UL. The L is lengthened to add R, giving us the sound of ULATOR. As LR is the word-sign for *later*, this should be easy to remember. The sounds of ULATION and ULATIVE are obtained in the natural way.

To appreciate the sign for UATE and UATION, the student must remember that the phonetic sound of W is WA Y.

**VILLE**, the sound heard in Sackville, Nashville, Belleville, Walker-ville, etc., is expressed by V.



### Supplement to Lesson 16.


**The following affixes may be employed to advantage:**

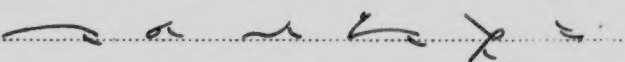
K disjoint equals ATIC; NT disjoint equals ANTIC; ST disjoint equals ESTIC, ASTIC or ISTIC.

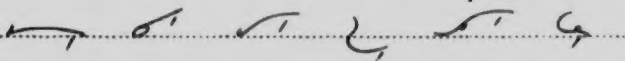
The word-sign for SHIP is used as a disjoined affix in steamship, hardship, friendship, etc.

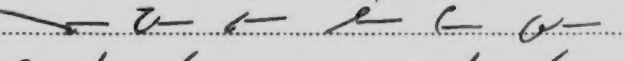
GRAM or EGRAM, heard in monogram, telegram, etc., is expressed by G disjoined.

LOGY, heard in apology, theology, etc., is expressed by O disjoined. ST is added for OLOGIST.

ATIC 

ESTIC 

SHIP 

GRAM 

LOGY 